Notice of Suspension

Department of <<Insert Department name>>

**To**:

[Insert name of Supplier and address details] (the “**Supplier**”)

**From**:

[Insert name of Customer and address details] (the “**Customer**”)

**Date**:

[Insert date of Notice]

**For**: The Contract dated **[insert date]**, between the Customer and the Supplier

[insert description of the Contract] (the “**Contract**”)

### \* For Suspension of the Entire Contract:

Notice is given under Clause 20.6 of the General Contract Conditions / Clause 21.6 of the Comprehensive Contract Conditions / Clause 21.4 of the SOA Conditions that the Customer hereby suspends, with effect on and from ***[insert date*],** the entire Contract, for ***[insert period of suspension]***, for the following reasons:

*[insert reasons for suspension, in accordance with the relevant Contract Conditions]*

During the period of suspension, the Supplier shall comply with the following reasonable directions in relation to subsequent performance of the Contract:

*[insert details of directions to the Supplier in accordance with the relevant Contract Conditions]*

**OR**

### \* For Suspension of the Customer Contract in Part:

Notice is given under Clause 20.6 of the General Contract Conditions / Clause 21.6 of the Comprehensive Contract Conditions / Clause 21.4 of the SOA Conditions that the Customer hereby suspends with effect on and from [insert date.], for [insert period of suspension], the following parts of the Contract:

*[describe Parts being suspended]*

for the following reasons:

[insert reasons for suspension, in accordance with *the relevant Contract Conditions]*

During the period of suspension, the Supplier shall comply with the following reasonable directions in relation to subsequent performance of the Contract:

*[insert details of directions to the Supplier in accordance with the relevant Contract Conditions]*

|  |  |  |
| --- | --- | --- |
| Execution by Customer **Signed, Sealed and Delivered**  **For and on behalf of**    **(Insert Name of Customer)**  **by**  **(Insert Name of Customer Representative)**  **this** **day of** **20**  **In the presence of:**    **(Insert Name of Witness)** | )  )  )  )  )  )  )  )  )  )  )  )  )  )  )  )  )  )  )  ) | **(Signature of Customer Representative)**    **(Signature of Witness)** |